



## VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

# POST AND BID/JOB OPPORTUNITY

### ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)

#### GOVERNMENT CLAIMS DIVISION

Permanent/Full-Time

\$4,111.00 - \$4,997.00

#### GEOGRAPHICAL LOCATION:

The Victim Compensation and Government Claims Board (VCGCB) does not have any field offices and is located in Downtown Sacramento, CA.

#### ESSENTIAL FUNCTIONS:

Under the general direction of the Manager, Government Claims (GC) Program, the AGPA performs a variety of analytical work related to the resolution of claims filed against state agencies. Conduct fact-finding on claims filed against state agencies and prepare recommendations to the Board Members for consideration. The primary function of the GC Program is to receive and process all claims for monetary damages that are filed against state agencies.

- Identify, investigate and analyze relevant factual and legal issues on claims filed against the State; evaluate the reliability of evidence; conduct research; apply applicable laws and rules in order to make accurate recommendations to the Board.
- Review and analyze the content and merits of equity, contract and tort claims. Assess the quality and quantity of each claim. Analyze recommendations submitted by state agencies and develop recommendations for consideration by the Board. Review payment recommendations for statutory compliance. Analyze equity claims and develop recommendations with involved state agencies. Advise Department claims coordinators on Board rules and regulations and assist them in developing thorough systems to provide recommendations and information required to resolve claims. Establish and maintain positive working relationships with claims coordinators and constituents in other agencies.
- Prepare correspondence, including case fact sheets and written recommendations for Board Members and Executive Officer. Write summaries for Executive Officer or Board members upon which approval or rejection is based. Respond, orally and in writing, to public contacts regarding the status of the processing or payment of claims, and questions about the claim filing procedures, statutory requirements, recommendation and payment processes, as well as Board policies.
- Conduct and review studies and surveys; formulate procedures, policies and program alternatives. Facilitate implementation of procedural change resulting from enactment of legislation, budget reductions, and revised Board policy and program management direction.
- Evaluate procedures and process to maximize economies and efficiencies. Make recommendation on a broad spectrum of program-related problems. Develop and document recommendations on program and process improvements for the Branch. Assist analytical and claims processing staff in the use of efficient procedures and effective business practices.

#### REQUIRED TECHNICAL AND PROFESSIONAL SKILLS AND ABILITIES:

- ☒ Strong analytical skills with the ability to work well under pressure.
- ☒ Excellent oral and written communications skills, with the ability to clearly articulate issues.
- ☒ Ability to reason logically and creatively and utilized a variety of analytical techniques to resolve complex governmental and managerial problems.
- ☒ Ability to work well in a team setting, but have the ability to work independently.
- ☒ Knowledge of departmental administrative policies and procedures.

The selected individual must report to the new position in no less than fourteen (14) calendar days unless agreed otherwise by the current and hiring supervisor. The start date must be effective within thirty (30) calendar days of the date the employee accepted the position.

#### POSITION NUMBER:



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- ☒ Thorough and attentive to details with the ability to comprehend legal issues and present a comprehensive response.
- ☒ Ability to develop and evaluate alternatives
- ☒ Demonstrate sound rational reasoning and problem solving abilities using critical thinking processes.
- ☒ Excellent attendance and interpersonal skills.
- ☒ Analyze data and present ideas and information effectively both orally and in writing.
- ☒ Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.

### EDUCATION REQUIREMENT:

None.

### PHYSICAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

75% of time spent at work requires prolonged sitting using a keyboard, video monitor and/or telephone. 25% of time spent at work requires standing, walking, bending or stooping, grasping and reaching for work materials. No climbing balancing or kneeling is required. The work environment is quiet with minimal noise produced from computers, copiers, printers or light human traffic.

### DIFFERENTIALS THAT APPLY TO POSITION:

None

### FINAL FILING DATE OF BID APPLICATION:

Final filing date for bid process is: **April 24, 2006**

If the position is not filled during the bid process, the final filing date will be "Until Filled" for Open candidates (non-bidders).

### LOCATION OF BID APPLICATIONS:

**For Post and Bid applicants only:** Bid applications are located in the VCGCB Intranet under the HR Tab/Labor Relations section. Please print out and complete the application in its entirety before submitting. Please **do not** submit a Std. 678 State Application if you are bidding for this vacancy via the Post and Bid process.

### SUBMIT BID APPLICATION TO:

Victim Compensation and Government Claims Board  
Attn: Robin Jones/Human Resources Section  
P.O. Box 48  
Sacramento, CA 95812-0048  
(916) 324-3252  
email address: [rjones1@vcgcb.ca.gov](mailto:rjones1@vcgcb.ca.gov)

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### **CANDIDATE AVAILABILITY WINDOW PERIOD:**

Candidate must be available for contact from date of posting 04/14/06 through close of business 05/14/06.

### **WHO MAY APPLY:**

Preference will be given to VCGCB employee's eligible to bid for this position. Bidders must meet the requirements per Section 15.3.1 of the bargaining contract. If there are no successful bidders for this vacancy, recruitment will be open to candidates currently at or have eligibility for the AGPA classification. Open candidates (non-bidders) are to submit a Std. 678 State application, a current resume and cover letter explaining their eligibility and interest in this position. Applications of non-bidders will be screened and only the most qualified will be selected to interview.

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